

Self Service for Command – Cancelling Inactive Duty for Training (IDT) Drills

Overview

Introduction

This guide provides the procedures for cancelling IDT drills.

The following Drill statuses dictate which procedure must be followed;

- Scheduled – Not Approved
 - Scheduled – Approved
 - Completed – Not Approved
 - Completed – Approved
-

Contents

Topic	See Page
Scheduled Not Approved IDT Drills (Member Request)	2
Scheduled Not Approved IDT Drills (Command/SPO entered)	6
Scheduled Approved IDT Drills	9
Completed Not Approved IDT Drills	12
Completed Approved IDT Drills	15

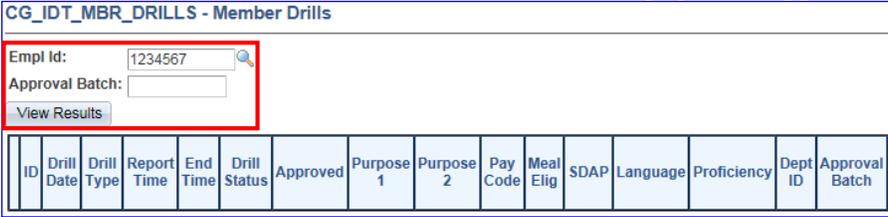
Continued on next page

Scheduled Not Approved IDT Drills (Member Request)

Introduction This section provides the procedures to cancel IDT Drills that are Scheduled, but Not Approved.

Discussion Inactive Duty for Training Drills that have been scheduled by the member but NOT approved should be Edited and Resubmitted or Withdraw by member using the Action Requests component.

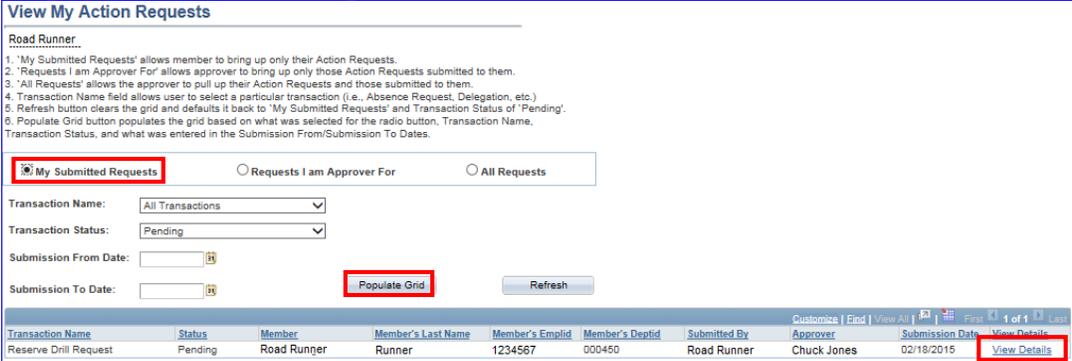
Procedures See below.

Step	Action																																														
1	<p>Verify the IDT has not been approved by clicking the View Member Drills link. Click on the View Member Drills link in the Reserve Administration pagelet.</p> 																																														
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will appear.</p>  <p>Enter the member's Empl Id, or click the lookup icon to search for the member. You may search using the Approval Batch number.</p> <p>Click the View Results button.</p>																																														
3	<p>The IDT drill report will display. Verify the IDT has been Scheduled but NOT approved.</p> <table border="1" data-bbox="347 1562 1421 1692"> <thead> <tr> <th>ID</th> <th>Drill Date</th> <th>Drill Type</th> <th>Report Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Purpose 1</th> <th>Purpose 2</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> <th>Language</th> <th>Proficiency</th> <th>Dept ID</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>1234567</td> <td>Road Runner</td> <td>02/18/2015</td> <td>ATP - Multiple</td> <td>7:30:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>AP</td> <td>Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> </tr> <tr> <td>16</td> <td>1234567</td> <td>Road Runner</td> <td>02/17/2015</td> <td>IDT - Single</td> <td>8:00:00.000000AM</td> <td>5:00:00.000000PM</td> <td>Scheduled</td> <td>Y</td> <td>AT</td> <td>STRUCTURED TRAINING - GENERAL</td> <td></td> <td></td> <td>Half</td> <td>None</td> </tr> </tbody> </table> <p>In this example, the IDT for 2/18/2015 has NOT been approved as scheduled. The member can Edit and Resubmit or Withdraw the request (Steps 4-7).</p>	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	Dept ID	Approval Batch	15	1234567	Road Runner	02/18/2015	ATP - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch	16	1234567	Road Runner	02/17/2015	IDT - Single	8:00:00.000000AM	5:00:00.000000PM	Scheduled	Y	AT	STRUCTURED TRAINING - GENERAL			Half	None
ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	Dept ID	Approval Batch																																
15	1234567	Road Runner	02/18/2015	ATP - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch																																	
16	1234567	Road Runner	02/17/2015	IDT - Single	8:00:00.000000AM	5:00:00.000000PM	Scheduled	Y	AT	STRUCTURED TRAINING - GENERAL			Half	None																																	

Continued on next page

Scheduled Not Approved IDT Drills (Member Request), Continued

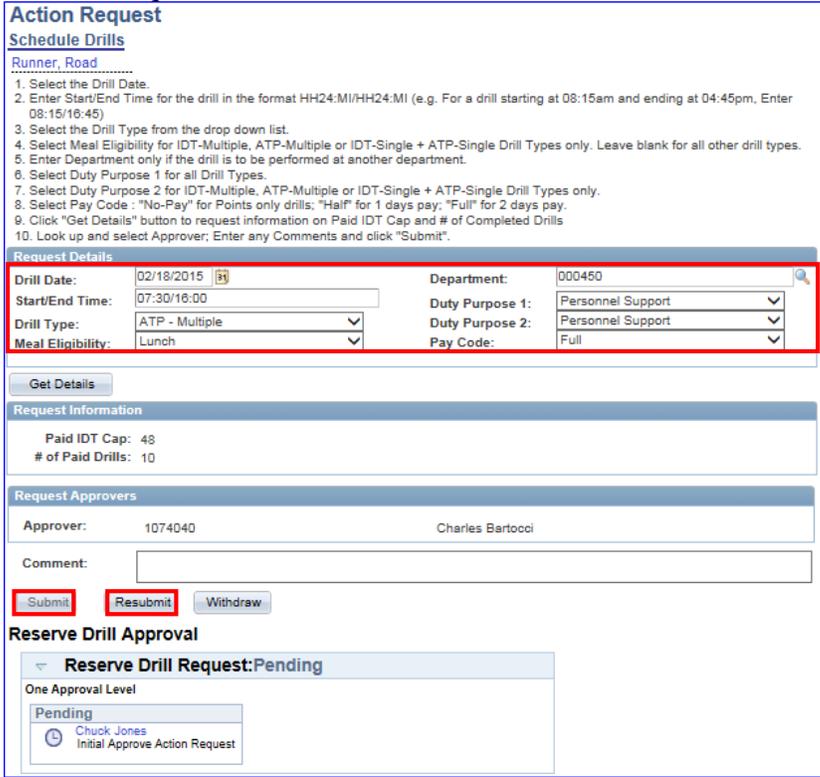
Procedures,
continued

Step	Action																				
4	<p>The member selects the View My Requests (all types) link from the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests'. Below it is a 'Self Service Requests' section with several links: 'Submit an Absence Request', 'Submit a Delegation Request', 'Submit a Drill Request', 'View My Absence Requests', and 'View My Requests (all types)'. The 'View My Requests (all types)' link is highlighted with a red rectangular box.</p>																				
5	<p>The View My Action Requests page will display. Click the My Submitted Requests then click the Populate Grid button.</p>  <p>The screenshot shows the 'View My Action Requests' page for 'Road Runner'. It includes a list of instructions, radio buttons for 'My Submitted Requests' (selected), 'Requests I am Approver For', and 'All Requests'. Below are dropdown menus for 'Transaction Name' (All Transactions) and 'Transaction Status' (Pending), and date pickers for 'Submission From Date' and 'Submission To Date'. A 'Populate Grid' button and a 'Refresh' button are also visible. At the bottom, a table displays one row of data for a 'Reserve Drill Request' with a 'View Details' link highlighted in red.</p> <table border="1" data-bbox="347 1245 1419 1287"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Road Runner</td> <td>Runner</td> <td>1234567</td> <td>000450</td> <td>Road Runner</td> <td>Chuck Jones</td> <td>02/18/2015</td> <td>View Details</td> </tr> </tbody> </table> <p>The members IDTs will display. Click the View Details for the applicable IDT.</p>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details	Reserve Drill Request	Pending	Road Runner	Runner	1234567	000450	Road Runner	Chuck Jones	02/18/2015	View Details
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details												
Reserve Drill Request	Pending	Road Runner	Runner	1234567	000450	Road Runner	Chuck Jones	02/18/2015	View Details												

Continued on next page

Scheduled Not Approved IDT Drills (Member Request), Continued

Procedures,
continued

Step	Action
6	<p>The member can:</p> <ul style="list-style-type: none"> • Edit and click the Resubmit button, or • Withdraw the request as submitted 

Continued on next page

Scheduled Not Approved IDT Drills (Member Request), Continued

Procedures,
continued

Step	Action
7	<p data-bbox="345 533 1024 562">Withdrawn requests will be identified as Terminated.</p> <div data-bbox="345 564 1179 806"><p data-bbox="354 571 646 600">Reserve Drill Approval</p><p data-bbox="354 615 857 644">▼ Reserve Drill Request: Terminated</p><p data-bbox="354 657 532 680">One Approval Level</p><div data-bbox="370 693 695 785"><p data-bbox="378 695 500 718">Terminated</p><p data-bbox="386 726 686 785"> Chuck Jones Initial Approve Action Request 02/18/15 - 10:34 AM</p></div></div> <p data-bbox="345 848 1284 877">A new Action Request for IDT may be submitted for same effective date.</p>

Scheduled Not Approved IDT Drills (Command/SPO entered)

Discussion Inactive Duty for Training Drills that have been scheduled by the command or SPO but NOT approved, should be cancelled using the IDT Drills link.

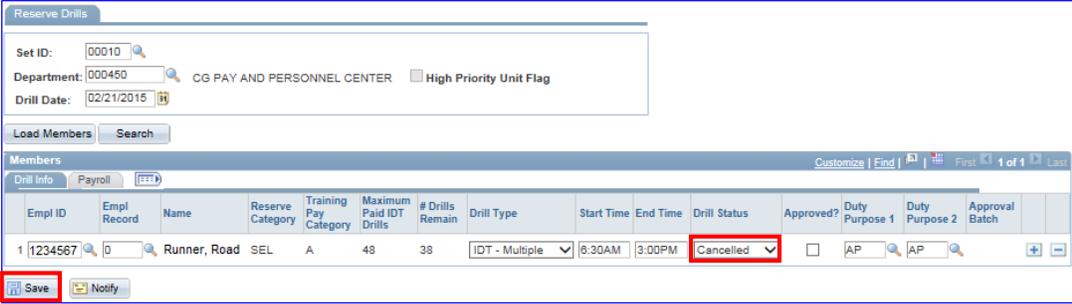
Procedures See below.

Step	Action
1	<p>Verify the IDT has not been approved by clicking the View Member Drills link in the Reserve Administration pagelet.</p> 
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will appear.</p>  <p>Enter the member's Empl Id, or click the lookup icon to search for the member. You may search using the Approval Batch number.</p> <p>Click the View Results button.</p>
3	<p>The IDT drill report will display. Verify the IDT has been Scheduled but NOT approved.</p>  <p>In this example, the IDT for 2/21/2015 has NOT been approved as scheduled.</p>

Continued on next page

Scheduled Not Approved IDT Drills (Command/SPO entered), Continued

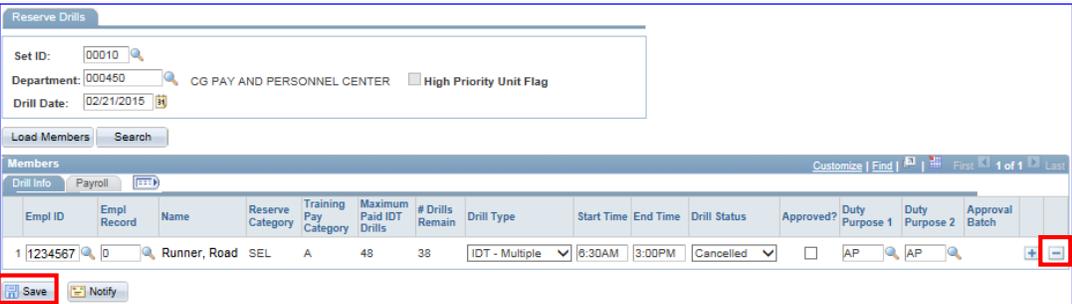
Procedures,
continued

Step	Action																														
4	<p>Select the IDT Drills link from the Reserve Administration pagelet.</p>  <p>The screenshot shows a 'Reserve Administration' pagelet with a navigation menu. The 'IDT Drills' link is highlighted with a red box. Other links include 'Member Training Rating', 'Annual Screening Questionnaire', 'Reserve Member Balances', 'Member Status Change', 'Training Status', 'View Member Drills', 'Reserve Orders', and 'MGIB Enrollments'.</p>																														
5	<p>Enter the Department number and the Drill Date for the IDT to be cancelled. Click the Search button.</p>  <p>The screenshot shows the 'Reserve Drills' search form. The 'Department' field is set to '000450' and the 'Drill Date' field is set to '02/21/2015'. Both fields are highlighted with red boxes. The 'Search' button is also highlighted with a red box.</p>																														
6	<p>The Drill Status can now be edited. Change the Drill Status to cancelled, then click the Save button.</p>  <p>The screenshot shows the 'Reserve Drills' page with a table of members. The 'Drill Status' dropdown menu for the first member is set to 'Cancelled' and is highlighted with a red box. The 'Save' button is also highlighted with a red box.</p> <table border="1" data-bbox="347 1388 1419 1472"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Runner, Road</td> <td>SEL</td> <td>A</td> <td>48</td> <td>38</td> <td>IDT - Multiple</td> <td>8:30AM</td> <td>3:00PM</td> <td>Cancelled</td> <td><input type="checkbox"/></td> <td>AP</td> <td>AP</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1	1234567	0	Runner, Road	SEL	A	48	38	IDT - Multiple	8:30AM	3:00PM	Cancelled	<input type="checkbox"/>	AP	AP
Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch																	
1	1234567	0	Runner, Road	SEL	A	48	38	IDT - Multiple	8:30AM	3:00PM	Cancelled	<input type="checkbox"/>	AP	AP																	

Continued on next page

Scheduled Not Approved IDT Drills (Command/SPO entered), Continued

Procedures,
continued

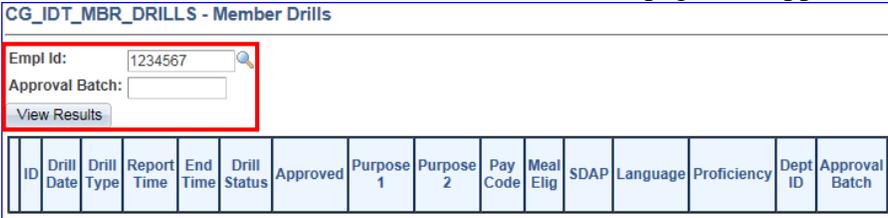
Step	Action																														
7	<p>The View Members Drills link now identifies the IDT as Cancelled Not Approved.</p> <table border="1" data-bbox="349 598 1421 714"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Duty Purpose 1</th> <th>Description</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Pay Code</th> <th>Meal Elig</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>1204090</td> <td>Steven Rogers</td> <td>02/21/2015</td> <td>IDT - Multiple</td> <td>6:30:00.000000AM</td> <td>3:00:00.000000PM</td> <td>Cancelled</td> <td>N</td> <td>AP</td> <td>Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	14	1204090	Steven Rogers	02/21/2015	IDT - Multiple	6:30:00.000000AM	3:00:00.000000PM	Cancelled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch
Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig																	
14	1204090	Steven Rogers	02/21/2015	IDT - Multiple	6:30:00.000000AM	3:00:00.000000PM	Cancelled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch																	
8	<p>If a new IDT Drill or any Active Duty Orders are to be scheduled on the same effective date as a cancelled drill, you must delete the original cancelled IDT from Direct Access.</p> <p>To delete the IDT, repeat Steps 4-6 above to identify the IDT. Click the minus button then Save.</p> <div data-bbox="349 966 1421 1270">  <p>The screenshot shows the 'Reserve Drills' interface. At the top, there are search fields for Set ID (00010), Department (000450), and Drill Date (02/21/2015). Below these are 'Load Members' and 'Search' buttons. The main area displays a table of 'Members' with columns for Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The first row shows a cancelled drill for Steven Rogers. A red box highlights the minus button in the 'Approval Batch' column for this row. At the bottom, there are 'Save' and 'Notify' buttons.</p> </div>																														

Scheduled Approved IDT Drills

Introduction This section provides the procedures to cancel IDT Drills that have been Scheduled and Approved.

Discussion Inactive Duty for Training Drills that have been Approved as Scheduled may be Cancelled or Deleted by the Command or Servicing Personnel Officer.

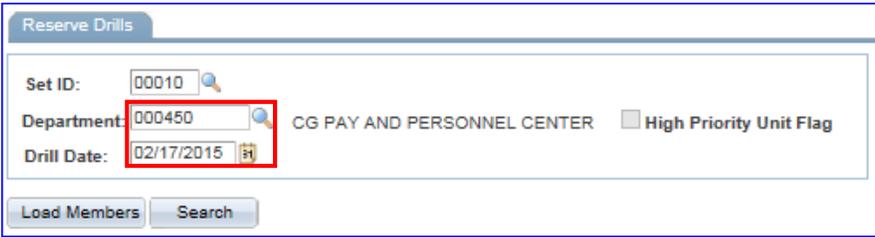
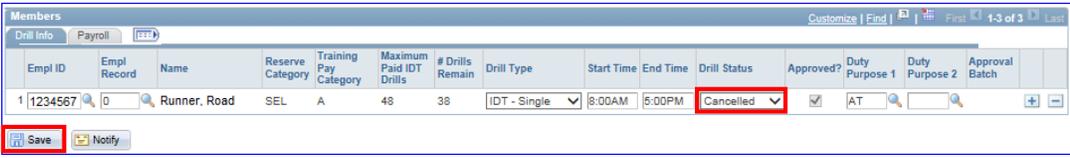
Procedures See below.

Step	Action
1	<p>Verify the IDT has not been approved by clicking the View Member Drills link in the Reserve Administration pagelet.</p> 
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will appear.</p>  <p>Enter the member's Empl Id, or click the lookup icon to search for the member. You may search using the Approval Batch number.</p> <p>Click the View Results button.</p>
3	<p>The IDT drill report will display (additional fields not displayed). Verify the IDT has been Scheduled and Approved.</p>  <p>In this example, the IDT for 2/17/2015 has been Approved as scheduled.</p>

Continued on next page

Scheduled Approved IDT Drills, Continued

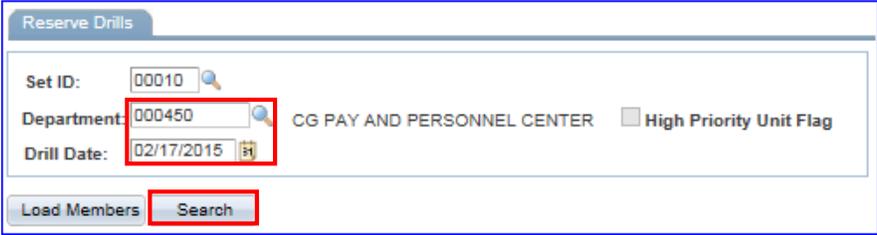
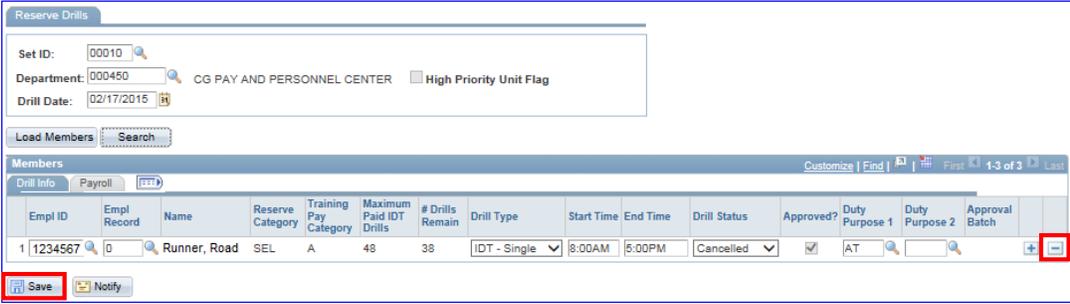
Procedures,
continued

Step	Action																																													
4	<p>Select the IDT Drills link from the Reserve Administration pagelet.</p> 																																													
5	<p>Enter the Department number and the Drill Date for the IDT to be cancelled. Click the Search button.</p> 																																													
6	<p>The Drill Status can now be edited. Change the Drill Status to cancelled, then click the Save button.</p> 																																													
7	<p>The View Members Drills link now identifies the IDT as Cancelled and Approved.</p> <table border="1" data-bbox="347 1535 1417 1665"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Duty Purpose 1</th> <th>Description</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Pay Code</th> <th>Meal Elig</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>1234567</td> <td>Road Runner</td> <td>02/18/2015</td> <td>ATP - Multiple</td> <td>7:30:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>AP</td> <td>Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> </tr> <tr> <td>16</td> <td>1234567</td> <td>Road Runner</td> <td>02/17/2015</td> <td>IDT - Single</td> <td>8:00:00.000000AM</td> <td>5:00:00.000000PM</td> <td>Cancelled</td> <td>Y</td> <td>AT</td> <td>STRUCTURED TRAINING - GENERAL</td> <td></td> <td></td> <td>Half</td> <td>None</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	15	1234567	Road Runner	02/18/2015	ATP - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch	16	1234567	Road Runner	02/17/2015	IDT - Single	8:00:00.000000AM	5:00:00.000000PM	Cancelled	Y	AT	STRUCTURED TRAINING - GENERAL			Half	None
Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig																																
15	1234567	Road Runner	02/18/2015	ATP - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	AP	Personnel Support	AP	Personnel Support	Full	Lunch																																
16	1234567	Road Runner	02/17/2015	IDT - Single	8:00:00.000000AM	5:00:00.000000PM	Cancelled	Y	AT	STRUCTURED TRAINING - GENERAL			Half	None																																

Continued on next page

Scheduled Approved IDT Drills, Continued

Procedures,
continued

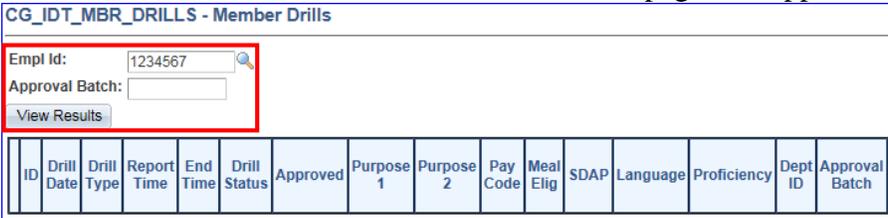
Step	Action
8	<p>If a new IDT Drill or Active Duty Orders are to be scheduled on the same effective date as a cancelled drill, you must delete the original cancelled IDT from Direct Access.</p> <p>Select the IDT Drills link from the Reserve Administration pagelet.</p> 
9	<p>Enter the Department number and the Drill Date for the IDT to be deleted, then click the Search button.</p> 
	<p>Click the minus button, then Save.</p>  <p>When the IDT has been deleted, a new request may be entered for the same effective date.</p>

Completed Not Approved IDT Drills

Introduction This section provides the procedures to Deny IDT Drills that have been Completed, but Not Approved.

Discussion Inactive Duty for Training Drills that have a Completed status but have Not been Approved by the Payment Authorizing Official, may be Denied by the Servicing Personnel Office.

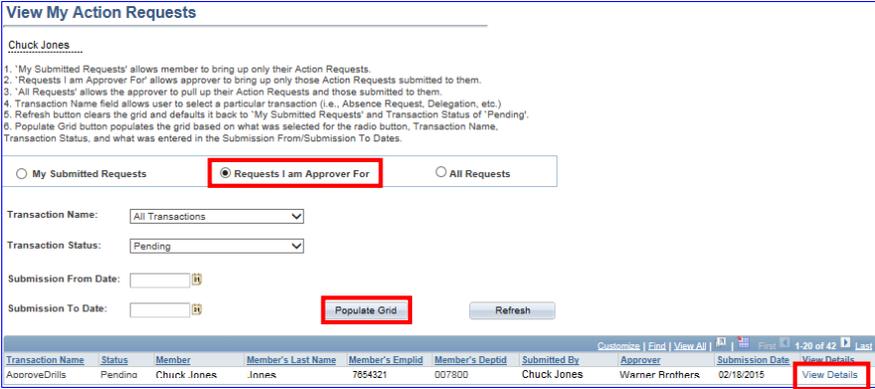
Procedures See below.

Step	Action
1	<p>Verify the IDT status is Completed but Not Approved by clicking the View Member Drills link in the Reserve Administration pagelet.</p> 
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will appear.</p>  <p>Enter the member's Empl Id, or click the lookup icon to search for the member. You may search using the Approval Batch number.</p> <p>Click the View Results button.</p>
3	<p>The IDT drill report will display. Verify the IDT status.</p>  <p>In this example, the IDT for 2/15/2015 has been Completed but Not Approved.</p>

Continued on next page

Completed Not Approved IDT Drills, Continued

Procedures,
continued

Step	Action																				
<p>4</p>	<p>The Servicing Personnel Office will select the View My Requests (all types) link from the Reserve Administration pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests'. Below it is a 'Self Service Requests' section with four links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', and 'View My Requests (all types)'. The last link is highlighted with a red box.</p>																				
<p>5</p>	<p>Select the Requests I am Approver For radio button. Click the Populate Grid button.</p>  <p>The screenshot shows the 'View My Action Requests' page for user 'Chuck Jones'. It includes a list of instructions, three radio buttons ('My Submitted Requests', 'Requests I am Approver For', 'All Requests'), and several dropdown menus for 'Transaction Name' and 'Transaction Status'. Below these are date pickers for 'Submission From Date' and 'Submission To Date', and two buttons: 'Populate Grid' and 'Refresh'. The 'Populate Grid' button is highlighted with a red box. At the bottom, a table displays a list of requests, with the 'View Details' link for the first row highlighted with a red box.</p> <table border="1" data-bbox="347 1199 1222 1247"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>AoovroDrills</td> <td>Pending</td> <td>Chuck Innes</td> <td>Jones</td> <td>7654321</td> <td>007800</td> <td>Chuck Jones</td> <td>Warner Brothers</td> <td>02/18/2015</td> <td>View Details</td> </tr> </tbody> </table> <p>Click the View Details for the applicable IDT Drill.</p>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details	AoovroDrills	Pending	Chuck Innes	Jones	7654321	007800	Chuck Jones	Warner Brothers	02/18/2015	View Details
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details												
AoovroDrills	Pending	Chuck Innes	Jones	7654321	007800	Chuck Jones	Warner Brothers	02/18/2015	View Details												

Continued on next page

Completed Not Approved IDT Drills, Continued

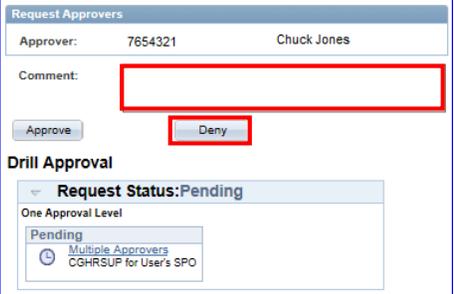
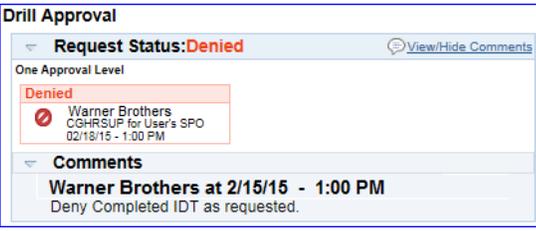
Procedures,
continued

Step	Action
6	<p>The Department and Drill Date will identify the IDT selected.</p> <div data-bbox="347 562 1057 1251" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Approve Drills Chuck Jones</p> <ol style="list-style-type: none"> Click "Get Details" button to display the Department and Drill Date in the "Request Information" block. Click "Click here to view additional request information" link. A new window listing all drill details will open. Review all the drill details in the new window. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny" System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve" System will mark each drill as "Approved". Save the request and Generate Positive Input Transactions for Global Payroll. Close the Drill Details and Action Request windows. <p>Request Details Batch Code: 24308</p> <p><input type="button" value="Get Details"/></p> <p>Request Information Setid: 00010 Department: 000450 Drill Date: 2015-02-15</p> <p>Request URL Click here to view additional request information.</p> <p>Request Approvers Approver: 7654321 Chuck Jones</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Drill Approval Request Status: Pending One Approval Level Pending Multiple Approvers CGHRSUP for User's SPO</p> </div>

Continued on next page

Completed Not Approved IDT Drills, Continued

Procedures,
continued

Step	Action
7	<p>The SPO will enter any comments and click the Deny button.</p> 
8	<p>IDT Status is set to Denied.</p>  <p>A Denied IDT will be returned to the submitter in a Schedule Not Approved status and may be:</p> <ul style="list-style-type: none">• Edited, saved and resubmitted to the SPO for approval.• Edited to Cancelled by the Command• Edited to Unexcused by the Command

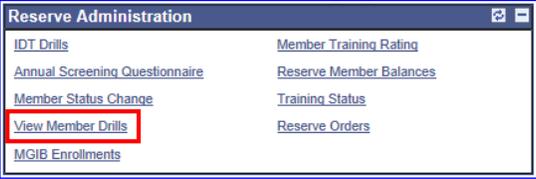
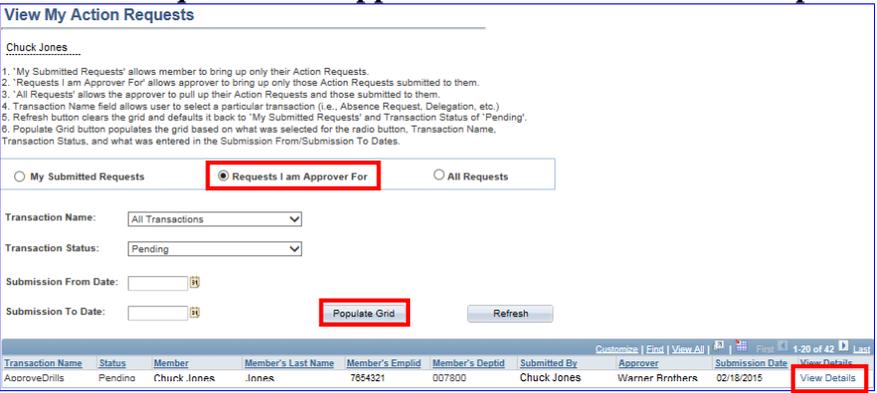
Completed Approved IDT Drills

Introduction This section provides the procedures to Cancel IDT Drills that have been Completed and Approved.

Discussion Inactive Duty for Training Drills that have a Completed and Approved status may be cancelled.

Because members have already received payment for the completed/approved IDT, the Cancelled Drill must be approved by a Payment Authorizing Official at the SPO.

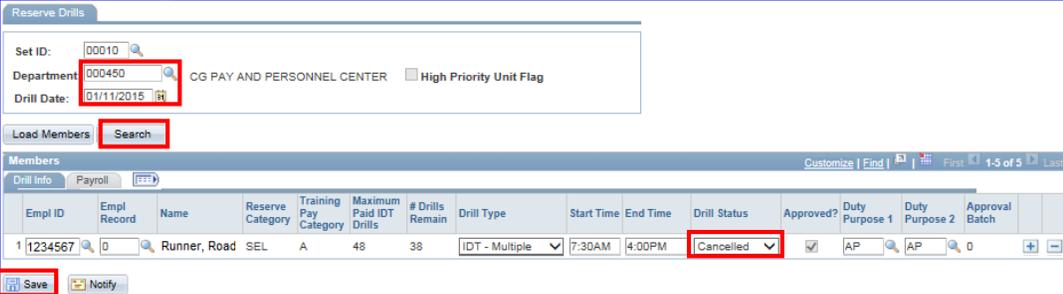
Procedures See below.

Step	Action																														
1	<p>Verify the IDT status is Completed by clicking the View Member Drills link in the Reserve Administration pagelet.</p> 																														
2	<p>Select the Requests I am Approver For button. Click the Populate Grid button.</p>  <p>Click the View Details for the applicable IDT Drill.</p>																														
3	<p>The IDT drill report will display. Verify the IDT status.</p> <table border="1" data-bbox="349 1638 1412 1722"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Duty Purpose 1</th> <th>Description</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Pay Code</th> <th>Meal Elig</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>1204090</td> <td>Steven Rogers</td> <td>01/11/2015</td> <td>IDT - Multiple</td> <td>7:30:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>AP</td> <td>Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> </tr> </tbody> </table> <p>In this example the Drill Status for the IDT dated 1/11/2015 is Completed and Approved. Pay and Allowances for the IDT has been processed by the SPO.</p>	Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	20	1204090	Steven Rogers	01/11/2015	IDT - Multiple	7:30:00.000000AM	4:00:00.000000PM	Completed	Y	AP	Personnel Support	AP	Personnel Support	Full	Lunch
Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig																	
20	1204090	Steven Rogers	01/11/2015	IDT - Multiple	7:30:00.000000AM	4:00:00.000000PM	Completed	Y	AP	Personnel Support	AP	Personnel Support	Full	Lunch																	

Continued on next page

Completed Approved IDT Drills, Continued

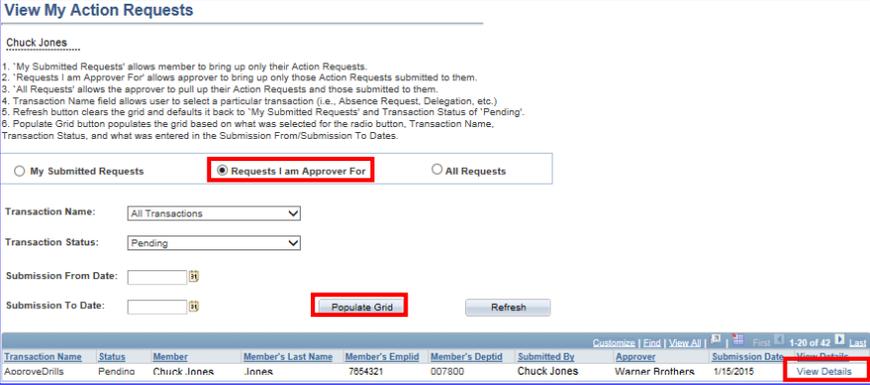
Procedures,
continued

Step	Action
4	<p>Select the IDT Drills link from the Reserve Administration pagelet.</p> 
5	<p>Enter the Department and Drill Date, then click the Search button.</p>  <p>The Drill Status can now be edited to Unexcused or Cancelled. Click the Save button.</p>
6	<p>Now The Drill Status is Cancelled and the Approved check has been removed. The IDT has been forwarded to the SPO Tree for approval of the Cancelled Drill.</p>  <p>When Approved by the SPO Auditor, any Pay and Allowances previously paid will be recouped.</p>
7	<p>The SPO Auditor selects the View My Requests (all types) link from the Self Service Requests pagelet on the Requests tab.</p> 

Continued on next page

Completed Approved IDT Drills, Continued

Procedures,
continued

Step	Action
8	<p>Select the Requests I am Approver For radio button, then click the Populate Grid button.</p>  <p>Click the View Details link for the applicable IDT Drill.</p>
9	<p>The Department and Drill Date will identify the IDT selected. Select the Click here to view additional request information, to display all information for the IDT.</p>  <p>Enter any comments and click the Approve button. All previously paid Pay and Allowances will be recouped.</p>